



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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31-07

1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG 24 1972 233 AUG 25 1972	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Transportation Agency Traffic and Safety No. 2 Capitol Square Accident and Safety Atlanta, Georgia Accident Analysis		4. Person to Contact Brenda Blalock	
				5. Working Title EDP Programmer II	
				6. Tel. No. 656-5548	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1969 - to date		9. EXACT SERIES TITLE Highway Accident Analysis File			
10. What is the function of the office in which this record series is created Traffic Accident Analysis must be conducted to determine the kind and scope of accidents projects existing on the Georgia Road System. This Analysis is done on the initiative of the Department to appropriately design problem area and provide summary for comparative purposes.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement See Attachment					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	1 1/2	Shelves	
Legal-size File Drawers				3 7 1/2	
Computer P. O. Cabinet		9	18	In Office(s) In Storage Area(s)	
Shelves			3 1/2	36 1/2	
			16	This Year's Last Year's Preceding Year's All Prior Years	
				100 100 100 100	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☒ YES ☐ NO
- Source of Accident Data is in the Department of Public Safety
15. Is the information contained in this series ever summarized or published? ☒ YES ☐ NO
Data on the computer listing is summarized in the special reports, but not necessarily in its entirety.
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
The Series is created in carrying out the functions of Traffic and Safety.
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☒ YES ☐ NO
The record series is part of an EDP FILE
21. Does the record series contain documentation produced as EDP printout? ☒ YES ☐ NO
The Accident Analysis listing and some special reports are EDP printouts.
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area month(s)/ 5 year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold year(s), then:
Destroy.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

233 Attach Samples of the Series

26. Recommendations in Paragraph 25 are:		Records Management Officer	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>John J. Kitchens</i>	8-9-72
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i> Dept. of Audits	8-24-72
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll West</i> Secretary of State/Designee	8-24-72
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hill</i> Dept. of Law	8-25-72

These were taken from the file to be classified as reference files.

Reference Highway Accident Analysis.

- (1) Reference weekly computer listing-inclusive dates.
Destroy after monthly accident analysis computer listing is obtained.
- (2) Reference Monthly Highway Accident Computer Analysis Listing.
Inclusive dates
Destroy after semi annual listing is obtained.
- (3) Reference - Semi-Annual Highway Accident Analysis Listing -
Inclusive Dates
Destroy when annual Highway Accident Analysis Listing is obtained.
- (4) Reference - Milelog inventory Data Sheet
Inclusive Dates
Destroy when no longer needed for reference.
- (5) Reference - Milelog Field Inventory Sheets and Key punched card file.
1972 - to date
Destroy when Milelog Inventory computer printout is complet and correct.
- (6) Reference - Highway Accident Analysis Computer Tape-
Inclusive dates
Destroy when no longer needed for reference

The foregoing were weeded out of the application for disposition standard and listed as reference files which come under a common standard already approved. The files, holders, and folders housing these records should all be labeled as a listed for each.

11. (1) Highway Accident Annual Analysis listing -A yearly computer print-out which contains information that may be found in the manual special reports but not necessarily in its entirety. This consolidation of Data is material developed from the Motor Vehicle Accident Reports in the Department of Public Safety.
- (2) Milelog Inventory Computer Print-Out -A computer listing of all intersections and mileposts with bridges and railroad crossings typed in place. This is used to facilitate location of accidents.
- (3) Location Maps for County and City - Includes maps of Highways that are in the various cities, counties and urban areas. Once the information for location of accidents is obtained from the milelog inventory computer printout the area of the accident can be located on these maps.